

User Guide - my.details – Employee Self-Service

1. Overview

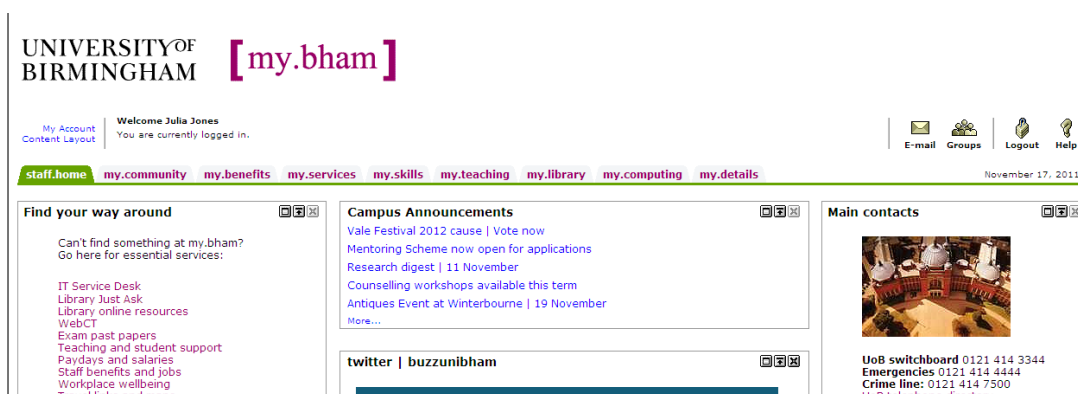
The University of Birmingham uses a computer system to electronically store your personal and payroll data. Previously this data could only be viewed and updated by authorised members of the HR and payroll teams. **my.details** is a new facility that enables you to view and update certain aspects of your own personal details which are held on the computer system. Once you have registered and activated your **my.details** account, you can access, check and update your name, preferred name, gender, ethnic origin, nationality, disability details, address, personal email, mobile phone number and your emergency contacts. You can also access your payslips and P60 details.

This document provides you with a step-by-step guide to the initial registration and activation of your **my.details** account and explains how to use the system to view and amend your personal details and how to register for Paperless Pay Services, enabling you to access electronic copies of your payslips and P60s.

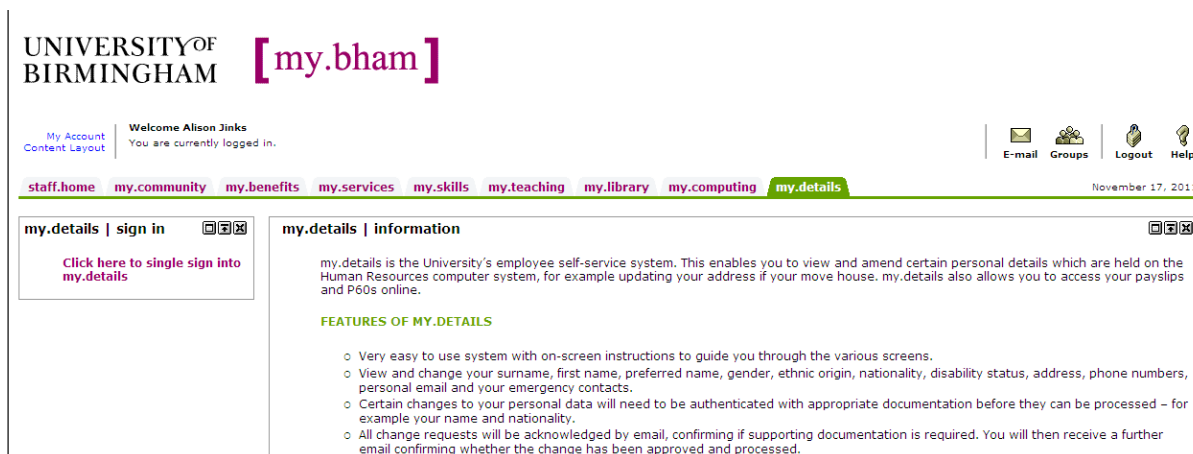
2. Registering to use my.details

Before you can use **my.details** you first have to register as a user. You will receive your activation code via your University email address. You can then activate your account and start to use **my.details**.

Access **my.details** by logging on to the staff portal – www.my.bham.ac.uk – using your Active Directory (ADF) username and password.



Select the **my.details** tab. The following screen will be displayed:



Click on **[Click here to single sign into my.details]** link. The following screen will be displayed:

The screenshot shows the 'my.details' application home page. At the top left is the University of Birmingham logo. To its right is the text 'my.details'. In the top right corner, there is a 'Select Layout' dropdown menu and a 'Help' link with a question mark icon. Below the header, a blue bar contains the text 'Welcome Shauny to my.details, the University Of Birmingham Employee Self-Service System'. The main content area features a tip: 'TIP This is the my.details Application Home Page.' followed by a bullet point: 'Click the [Register User for my.details] button below to register yourself for my.details.' At the bottom of the main content area is a button labeled 'Register User for my.details'. In the bottom left corner, there is a 'Logout' button.

Click the **[Register User for my.details]** button. The following screen will be displayed:

The screenshot shows the 'Registration Confirmation' screen. It has the same header as the previous screen. Below the header, a blue bar contains the text 'Registration Confirmation'. The main content area features a tip: 'TIP Click [Yes] to confirm the registration of your my.details user account.' Below the tip are two buttons: 'Yes' and 'No'.

Click the **[Yes]** button. The following screen will be displayed:

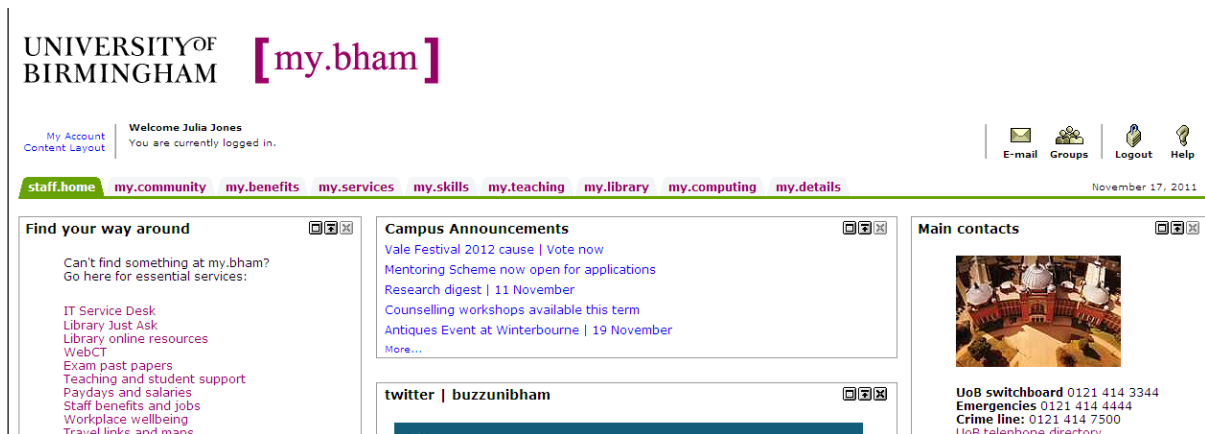
The screenshot shows the 'Registration Successful' screen. It has the same header as the previous screens. Below the header, a blue bar contains the text 'Information'. The main content area features a tip: 'TIP Registration Successful'. Below the tip, there is a message: 'Thank you for registering to use my.details. The following will now happen:' followed by a list of bullet points: 'A random, 10-digit Activation Code will be forwarded to you via secure stationery, in the same way as your Payslip.', 'If you register before midnight on a Monday you will receive your activation code on the Friday of the same week. If you register after midnight on a Monday you will receive your activation code on the Friday of the following week.', 'You must activate your my.details Account before you will be able to access the system.', and 'When you receive your Activation Code, login to my.details and click the [Activate] button on the Home Page and follow the on-screen instructions.' Below the list, there is a message: 'Click the [Finished] button below to exit my.details.' At the bottom of the main content area is a button labeled 'Finished'.

Your activation code will be sent to your University email address. You cannot use the system until you receive your activation code.

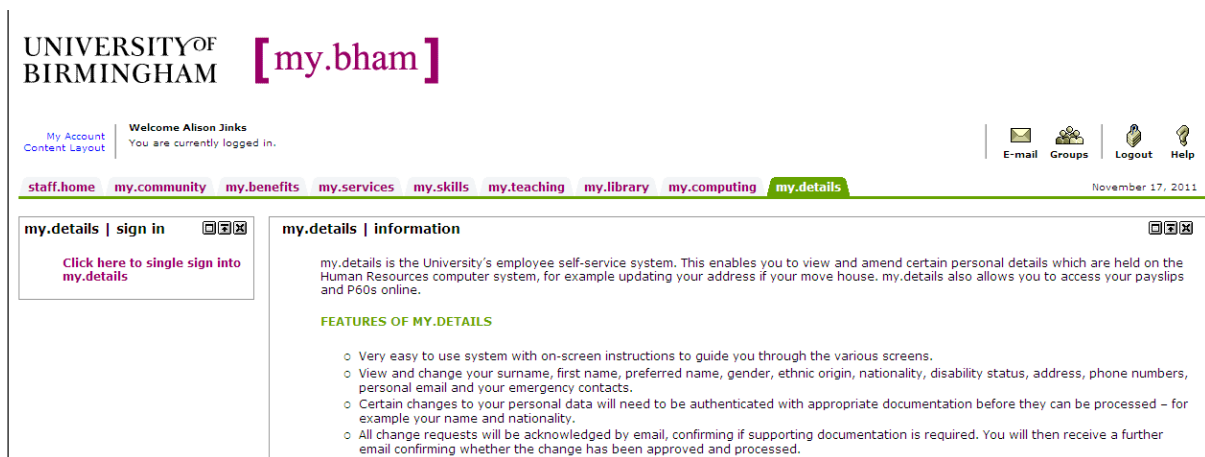
3. Activating your user account

Once you have registered as a user and received your activation code you can start to use the system.

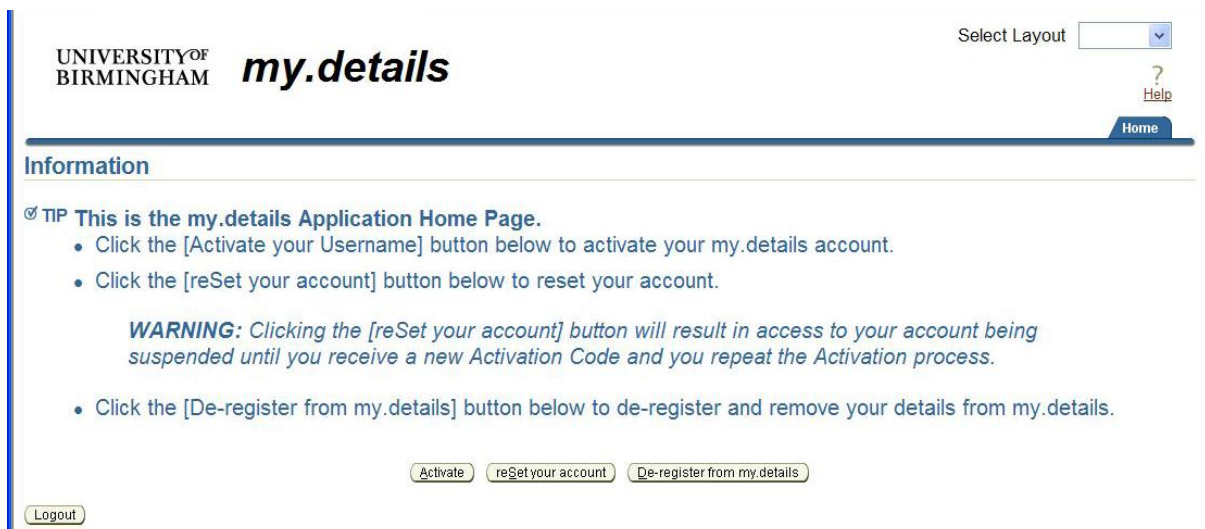
Access **my.details** by logging on to the staff portal – www.my.bham.ac.uk – using your Active Directory (ADF) username and password.



Select the **my.details** tab. The following screen will be displayed:



Click on **[Click here to single sign into my.details]** link. The following screen will be displayed:



Click the **[Activate]** button. The following screen will be displayed:

Activate Username for my.details Access

✓ TIP Enter your notified Activation Code and specify your new 6 digit PIN.

Your PIN must conform to the following rules:-

- You may not use sequences - 123456, 543210, etc.
- You cannot specify all digits the same - 777777, etc.
- You cannot use any variation on your date-of-birth.

7	8	9
4	5	6
1	2	3
0	Del	
Clear		

* Activation Code

* PIN

* Re-enter PIN

Enter the Activation Code (that was sent to your email address), then choose and enter a 6 digit PIN in accordance with the rules detailed on the screen, re-enter your chosen PIN and click the **[Activate]** button.

my.details

UNIVERSITY OF BIRMINGHAM **my.details**

Activate Username for my.details Access

✓ TIP You have just set your PIN and Activated your my.details account.

- When you click the [Finished] button below, you will be returned to the Home Page.
- When in the Home Page, to access your details click the [Sign-In to my.details] button, you will then be prompted to enter your PIN via the displayed keypad.

Click the **[Finished]** button. The following screen will be displayed:

UNIVERSITY OF BIRMINGHAM **my.details**

Select Layout

Home

Information

✓ TIP This is the my.details Application Home Page.

- Click the [sign-In to my.details] button below to access your details.
- Click the [Change your PIN] button below to select a new PIN.
- Click the [reSet your account] button below to reset your account.

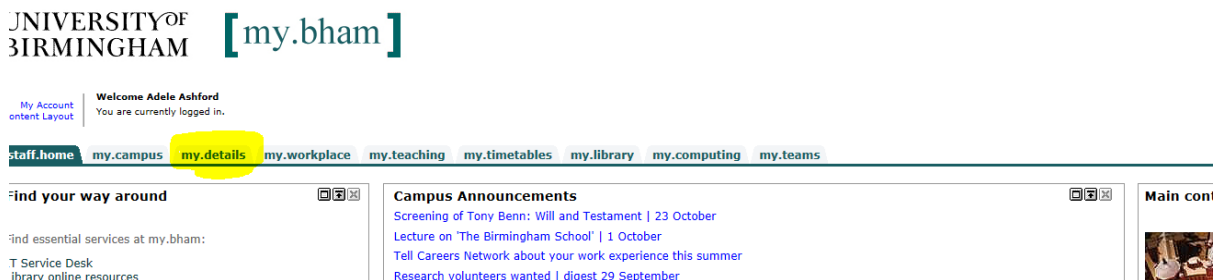
WARNING: Clicking the [reSet your account] button will result in access to your account being suspended until you receive a new Activation Code and you repeat the Activation process.

- Click the [De-register from my.details] button below to de-register and remove your details from my.details.

You have now completed the activation process and can access to your personal details. For details of how to use **my.details** to view and amend your personal details and to access electronic copies of your payslips and P60's please refer to the next section of this guide: **Using your my.details account**

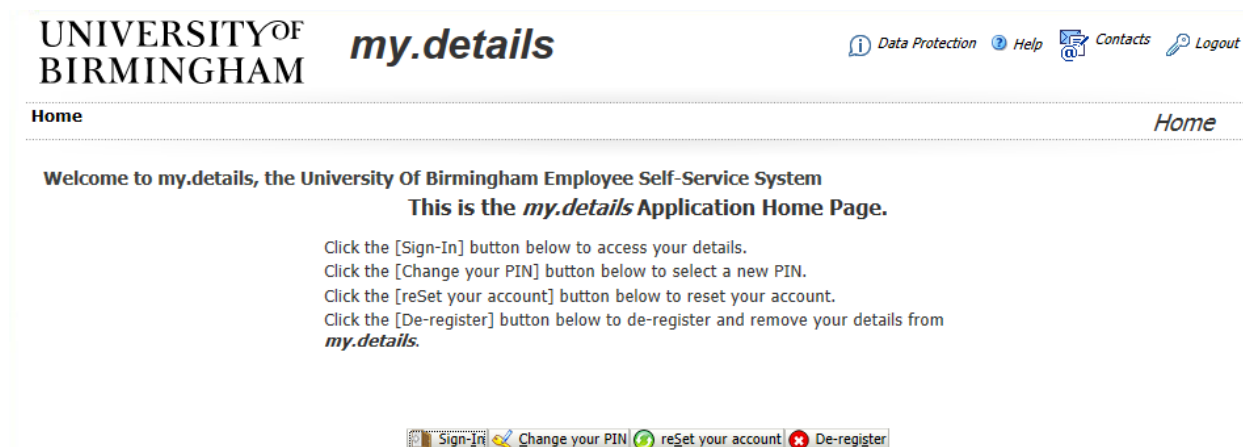
4. Accessing the **my.details** system

Access **my.details** by logging on to the staff portal – www.my.bham.ac.uk – using your Active Directory (ADF) username and password.

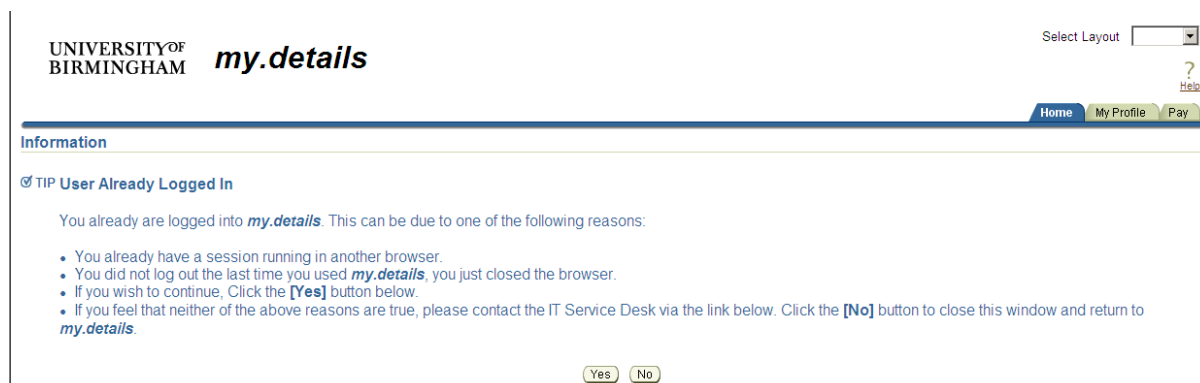


Select the **my.details** tab to log onto to the system.

Click on **[Click here to single sign into my.details]** link. The following screen will be displayed:



If the following screen is displayed instead of the one above, this indicates that you are already logged in via another browser window **OR** when you last used **my.details**, you exited the system by closing the browser window instead of clicking the **[Logout]** button.



Follow the on-screen instructions to either proceed with or end your **my.details** session.

If you click the **[Yes]** button the **my.details** Home Page will be displayed. In the Home Page click the **[Sign-in to my.details]** button. The following screen will be displayed:

UNIVERSITY OF
BIRMINGHAM

my.details

[Data Protection](#) [Help](#) [Contacts](#) [Logout](#)

Sign-In to your my.details Account

Enter all 4 digits of your PIN using the buttons below.
Please ensure that after each selection on the keypad that the PIN field is updated before the next keypad selection is made.

7	8	9
4	5	6
1	2	3
0	Del	
Clear		

* PIN

 Sign-In  Cancel

Enter your 6 digit PIN via the on-screen keypad and click the **[Sign-in to my.details]** button. The following screen will be displayed:

UNIVERSITY OF
BIRMINGHAM

my.details

[Data Protection](#) [Help](#) [Contacts](#)

Welcome to my.details

Welcome to my.details, the University Of Birmingham Employee Self-Service System

Warning

This is the University of Birmingham Self-Service System **my.details**.
Unauthorised access to this system is prohibited, any unauthorised access may result in prosecution.



You are about to access your personal details, as currently held on the University's HR database. These details include sensitive data such as your address, date of birth, National Insurance Number etc. It is therefore very important that you take care when viewing this information to ensure that your details cannot be viewed or accessed by anyone other than you.

Please ensure that:

- the computer screen you are using cannot be viewed by anyone else
- your PIN number is secure, avoid writing it down and do not disclose it to anyone else
- you never leave the computer whilst you are logged on
- you log out of the system when you have finished by clicking on 'Logout' icon on the top right hand of the screen
- any suspicions regarding system security are reported immediately by contacting the IT Service Desk via the logo below.

For information about the storage, use and protection of your personal details, please click the Data Protection Information icon at the top of the screen.

To continue using my.details click the [Continue] button below. To exit the system, click the [Exit] button below.

 Continue  Exit

Click the **[Continue to my.details]** button. The following screen will be displayed:

UNIVERSITY OF BIRMINGHAM **my.details** [Data Protection](#) [Help](#) [Contacts](#) [Logout](#)

[Home](#) | [My Profile](#) | [Pay](#) | [Reports](#) | [System Administration](#) *My Profile*

[My Profile](#) | [Diversity](#) | [UK Address](#) | [Emergency Contacts](#) | [Clinical Details](#) | [Professional/Qualifications](#) | [PDR](#)

Personal Details

[Amend displayed details](#) [Home](#)

IMPORTANT: The displayed Personal Details are currently awaiting authentication. Reference: PER472/8
The displayed Personal Details were last updated: 26/09/2014 10:44 By: Fiona Ashford

Person Code	11149	Date Of Birth	01/07/1971
Title	Air Commodore	Mobile Tel.	07969979949
First Name	Fiona	Personal Email	adeleashford@btinternet.com
Last Name	Ashford	NI Number	
Preferred Name		Nationality	Cyprus (European Union)
Gender	Female *	Immigration Status	British, Swiss or EEA national (exc Accession Countries and Bulgaria/Romania)

* Indicates mandatory field.

Displayed in red, above your personal details, is confirmation of when the details were last updated and by whom.

5. Accessing and amending your personal details

From the screen above you can amend the following information:

- Title*
- Last Name*
- First Name*
- Preferred Name
- Gender
- Mobile
- Personal Email
- Nationality*

*Changes to certain titles, your last name, your first name and your nationality require authentication with relevant supporting documentation as follows:

Title: changes to anything other than Mr/Mrs/Miss/Ms require authentication with the relevant supporting documentation (e.g. PhD certificate).

Last Name: requires authentication with Marriage Certificate, Civil Partnership or Decree Absolute.

First name: requires authentication with Deed-Poll Document.

Nationality: requires authentication with Passport.

Required documentation should be taken to HR Services **within 21 days** of requesting a change using **my.details**. HR Services is located in Room G18, B Block, Aston Webb B Block. Tel: 0121 414 6478. You do not need to make an appointment and can 'drop-in' at your convenience during office hours.

Please note that your **Date of Birth** and **National Insurance number** cannot be amended via **my.details**. If these details are incorrect you will need to contact HR Services directly on 0121 414 6478.

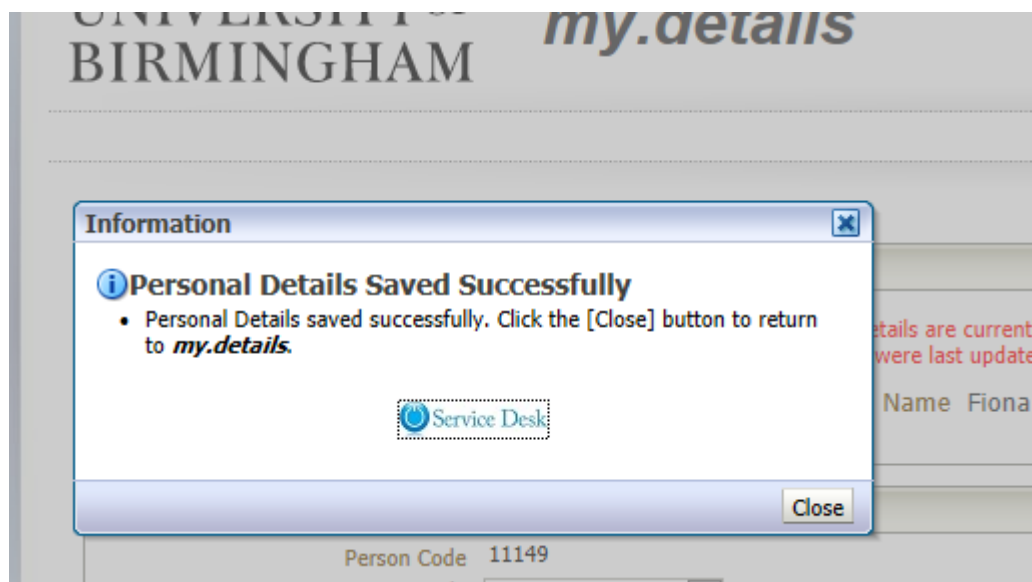
If you wish to check or amend your **immigration status** you will need to contact HR Services directly on 0121 414 6478.

Click the **[Amend displayed details]** button. The following screen will be displayed:

The screenshot shows the 'my.details' interface for the University of Birmingham. At the top, there's a header with the university logo and navigation links: Data Protection, Help, Contacts, and Logout. Below this is a sub-header 'Amend Personal Details'. The main section is titled 'Personal Details' and contains a 'Name & Last Update Details' box. This box displays a red warning message: 'IMPORTANT: The displayed Personal Details are currently awaiting authentication. Reference: PER472/8. The displayed Personal Details were last updated: 26/09/2014 10:44 By: Fiona Ashford'. Below the warning, the name 'Fiona Ashford' is shown. The main form area is titled 'Amend your personal details below' and includes fields for Person Code (11149), Title (Air Commodore), Gender (Female), Mobile Tel. (07969979949), Personal Email (adeleashford@btinternet.com), Nationality (Cyprus (European Union)), Last Name (Ashford), First Name (Fiona), and Preferred Name. A 'Save' button and a 'Cancel' button are at the top right of the form. A red asterisk indicates mandatory fields. A 'Service Desk' link is at the bottom.

Amend the displayed details as required and click **[Save]** to confirm the changes made. If you do not wish to save the changes made click **[Cancel]** and any changes made will be discarded.

If you save the changes, the following screen will be displayed:



Click **[Close]** and you will return to the Personal Details screen.

You will then receive an email confirming the changes made, and giving instructions for any changes that require authentication.

6. Accessing and amending the diversity details

Click on **Diversity** on the menu bar:

UNIVERSITY OF BIRMINGHAM

my.details

[Data Protection](#) [Help](#) [Contacts](#) [Logout](#)

[My Profile](#) **Diversity** [UK Address](#) [Emergency Contacts](#) [Clinical](#) [Professional/Qualifications](#) [PDR](#)

View Diversity Details

Name

Back to My Profile Home

Name Fiona Jones

Diversity Details

Amend displayed detail

The displayed Diversity Details were last updated: 30/09/2014 10:31 By: Fiona Jones

Sexual Orientation Not disclosed

Ethnic Origin Gypsy or Traveller

Gender Identity Not disclosed

Disabled Disabled

Religion or belief No religion or belief

* Indicates mandatory field.

Type Of Impairment

Amend displayed Medical Condition

Blind or a serious visual impairment uncorrected by glasses

Deaf or serious hearing impairment

Physical impairment or mobility issues

Mental health condition

Long-standing illness or health condition

Social/communication impairment

General learning disability

Specific learning disability

Other type of disability, impairment or medical condition

Service Desk

From this screen you can amend any of the diversity details above and save the changes, if you select disabled from the list the second box “type of impairment” will appear so you can select from the list and then save the information.

7. Accessing and amending your address

Click on **UK Address** on the menu bar.

My.details user guide version 2/AA October 2014

View UK Address Details

Name & Last Update Details	Back to My Profile Home
<p>IMPORTANT: The displayed Address Details are currently awaiting authentication. Reference: ADD327/1 The displayed Address Details were last updated: 01/10/2014 04:01 By: Fiona Jones</p> <p>Name Fiona Jones</p>	
Address	Amend displayed address
<p>Address Type Home Address 1 High Street Town Region Postcode B6 7EH Tel. 01214148960</p>	

[Service Desk](#)

To amend any details click on “amend displayed address” make the necessary amendments and save. Please note that if you do not reside in the UK and wish to amend your address, you will need to contact jobs@contacts.bham.ac.uk with your new details.

8. Accessing and amending your emergency contacts

Click on **Emergency Contacts** on the menu bar.

View Emergency Contact Details

Name & Last Update Details	Back to My Profile Home
<p>IMPORTANT: The displayed Emergency Contact Details are currently awaiting authentication. Reference: EC485/1 The displayed Emergency Contact Details were last updated: 01/10/2014 04:36 By: Fiona Jones</p> <p>Name Fiona Jones</p>	
Emergency Contact	Amend displayed Emergency Contact Second Emergency Contact
<p>Preference First Relationship SPOUSE Title Mr Forename Craig Surname Robinson Tel. Ext. Mobile Tel.</p>	

You can amend and/or add two emergency contacts.

9. Accessing and amending clinical details

Click on **Clinical** on the menu bar.

UNIVERSITY OF BIRMINGHAM **my.details** [Data Protection](#) [Help](#) [Contacts](#) [Logout](#)

[My Profile](#) | [Diversity](#) | [UK Address](#) | [Emergency Contacts](#) | **Clinical** | [Professional/Qualifications](#) | [PDR](#)

View Clinical Details

IMPORTANT: This page is for Clinical & Nursing staff ONLY.

[Back to My Profile](#) [Home](#)

Registration Details [Add Registration Details](#)

To amend the displayed **Registration Details**, click the relevant item, or the [Amend] button next to it. To add **Registration Details** details, click the [Add Registration Details] button.

Registration Body	Reg. Number	Registration Date	Valid Until	
General Dental Council	11111	26/06/2014	27/06/2014	Amend
General Dental Council	1111	29/09/2014	04/10/2014	Amend
General Practitioners Committee	2222	26/09/2014	27/09/2014	Amend

Honorary Organisations & Specialty [Add Honorary Organisations & Specialty](#)

To amend the displayed **Honorary Organisations & Specialty**, click the relevant item, or the [Amend] button next to it. To add **Honorary Organisations & Specialty**, click the [Add Honorary Organisations & Specialty] button.

Organisation	Specialty	Date From	Date To	
BIRMINGHAM CHILDRENS HOSPITAL RESEARCH FOUNDATION	Blood Transfusion	30/06/2014	05/07/2014	Amend
WORCESTERSHIRE HEALTH AUTHORITY	Rheumatology and Rehabilit...	27/09/2014	20/09/2025	Amend

[Service Desk](#)

To add information on this screen you will need to know your registration number, date it began and is due to expire.

To add details click on **Add Registration Details** and select from the drop down list:

UNIVERSITY OF BIRMINGHAM **my.details** [Data Protection](#) [Help](#) [Contacts](#) [Logout](#)

Clinical Details

Add Clinical Registration Details

IMPORTANT: This page is for Clinical & Nursing staff ONLY.

Name & Last Update Details

Name Fiona Jones

Clinical Registration Details [Save](#) [Cancel](#)

* Registration Body [The registration body.](#)

* Reg. Number

* Reg. Date

* Valid Until

* Indicates mandatory field.

[Service Desk](#)

Confirm registration number and start and end date and click save.

10. Accessing and amending Professional/Qualifications

Click on **Professional/Qualifications** on the menu bar.

UNIVERSITY OF BIRMINGHAM

my.details

[Data Protection](#) [Help](#) [Contacts](#) [Logout](#)

[My Profile](#) | [Diversity](#) | [UK Address](#) | [Emergency Contacts](#) | [Clinical](#) | **[Professional/Qualifications](#)** | [PDR](#)

View Qualification Details

Name

Back to My Profile Home

Name Fiona Jones

Highest Qualification

Amend Highest Qualification

The displayed Qualifications Details were last updated: 26/09/2014 10:46 By: Fiona Jones

Highest Qualification No qualifications

Academic Teaching Qualifications (maximum of 6)

To amend a displayed **Academic Teaching Qualifications**, click the relevant Qualification, or the [Amend] button next to it.

Academic Teaching Qualification	
Recognised by the HEA as a Senior Fellow	Amend
Holder of a PGCE in secondary education, further education, life long learning or any other equivalent qualification	Amend
Not known	Amend
Recognised by the HEA as a Principal Fellow	Amend
Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework	Amend
Holder of a National Teaching Fellowship Scheme Individual Award	Amend

Service Desk

To amend click Amend Highest Qualification and select qualification from drop down list and save. You can then add or amend any Academic Teaching Qualifications you hold, up to 6 qualifications and then save.

9. Confirmation of changes requested and processed

When you make changes to the information held on **my.details**, you will receive an email from my.details@contacts.bham.ac.uk confirming the changes that you have requested and detailing what, if any, supporting documentation is required before the changes can be processed.

You will receive a separate email for changes requested in the personal details screen, changes requested for your address record and changes requested for each emergency contact record. If your 'Disability Status' is 'Declared disabled' and you request to select or delete one or more 'Type of Impairment' you will receive a separate email for each request. Each email will detail a unique reference number.

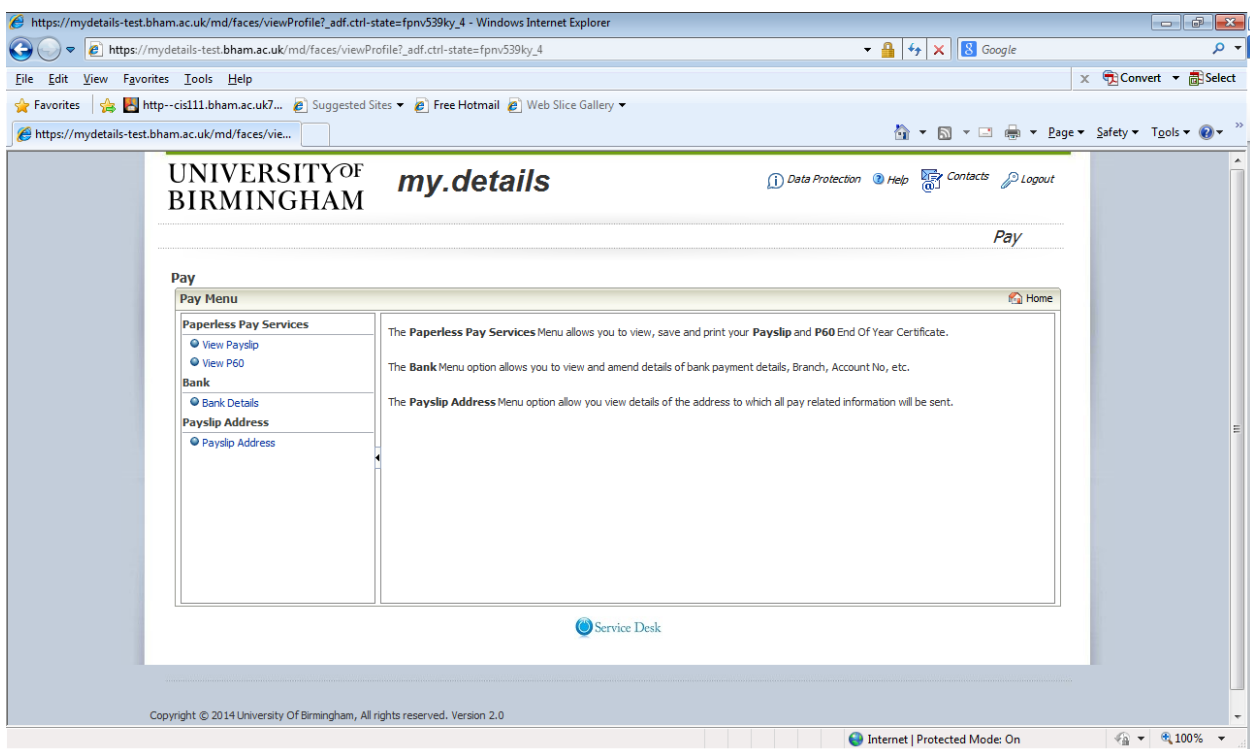
Once the changes have been authenticated (if necessary) and processed by HR Services you will receive a further email from my.details@contacts.bham.ac.uk confirming that the changes you requested have been updated or rejected. If the change request is rejected then the email confirming this will detail the reason that the request has been rejected.

You will receive a separate email for changes processed or rejected for your personal details screen, processed or rejected for your address record and processed or rejected for each emergency contact record. If your 'Disability Status' is 'Declared disabled' and you selected or deleted one or more 'Type of Impairment' you will receive a separate email for each change processed or rejected for your 'Type of Impairment' record. Each email will detail a unique reference number.

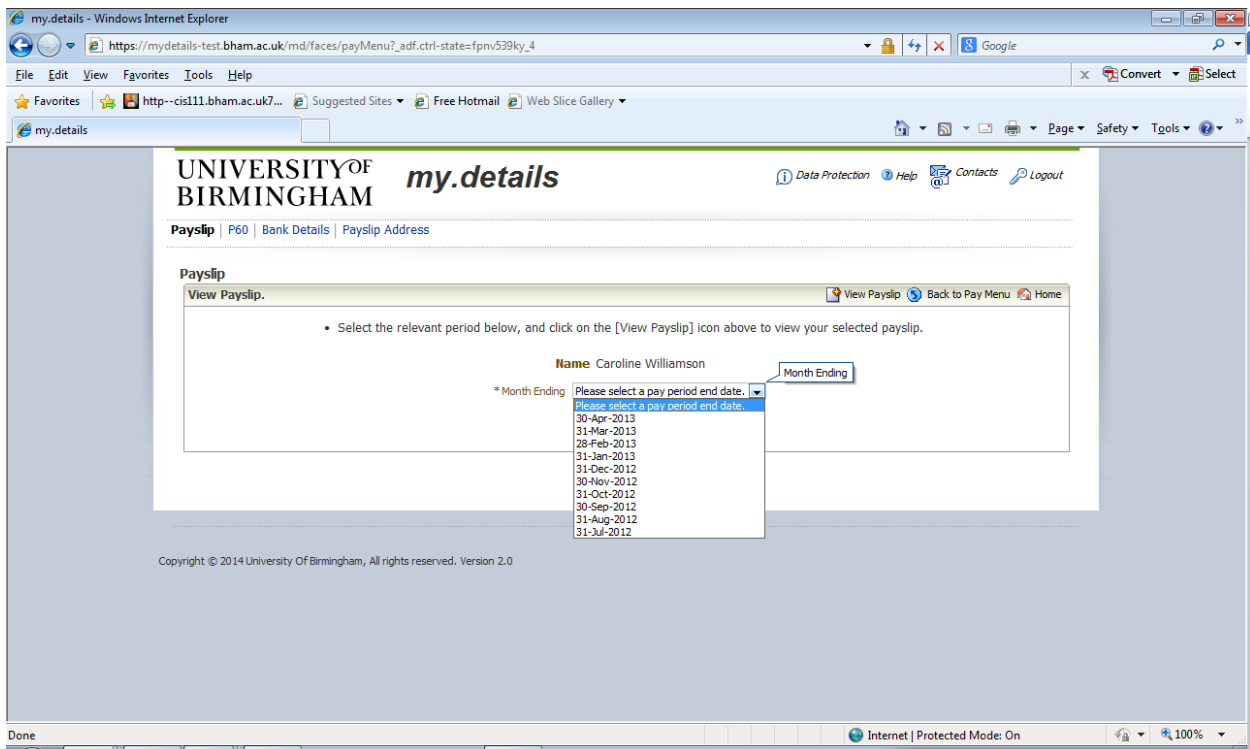
If you fail to provide the relevant supporting documentation for the changes you have requested with 21 days of requesting the changes via **my.details**, then you will receive an email confirming that the changes you requested have not been updated and your request via **my.details** has been cancelled. You can make further change requests using **my.details** but until the relevant supporting documentation is provided for changes to some titles, first name, surname and nationality the requested changes cannot be processed.

10. Accessing your Payslips and P60's

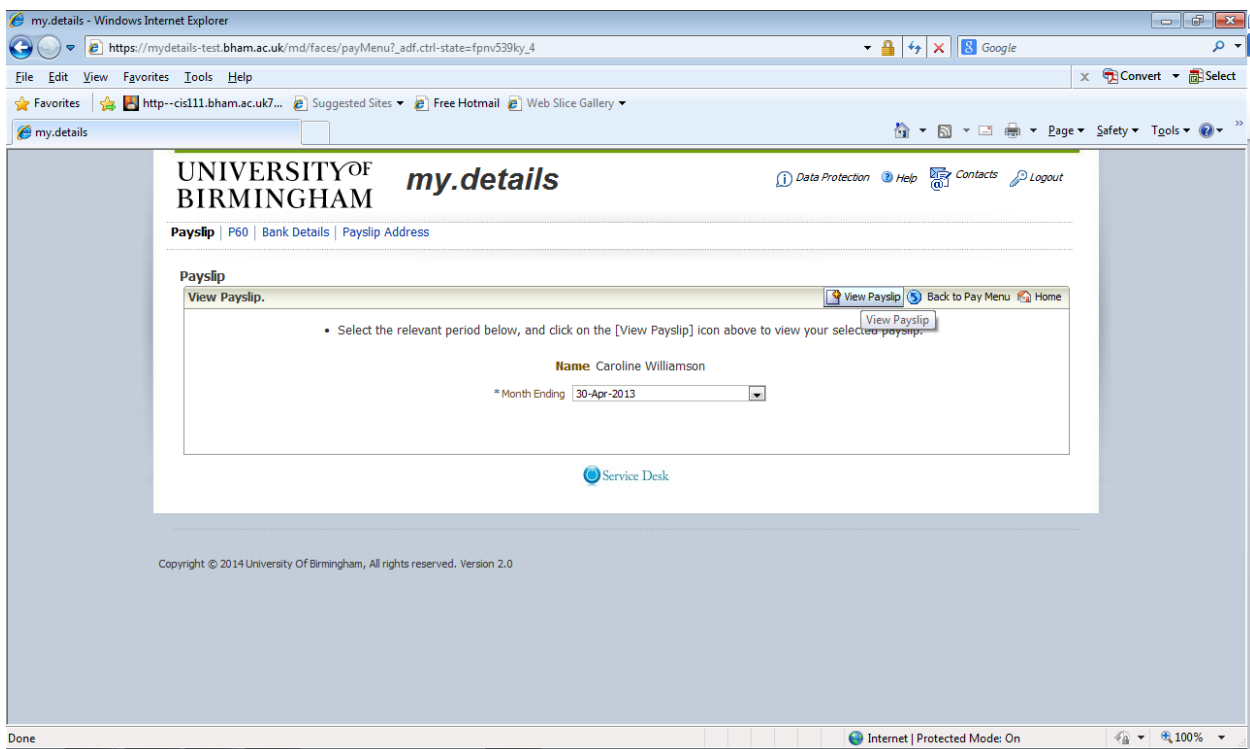
To access Payslips and P60's click on the pay tab from the main menu. The pay menu will be displayed as per below



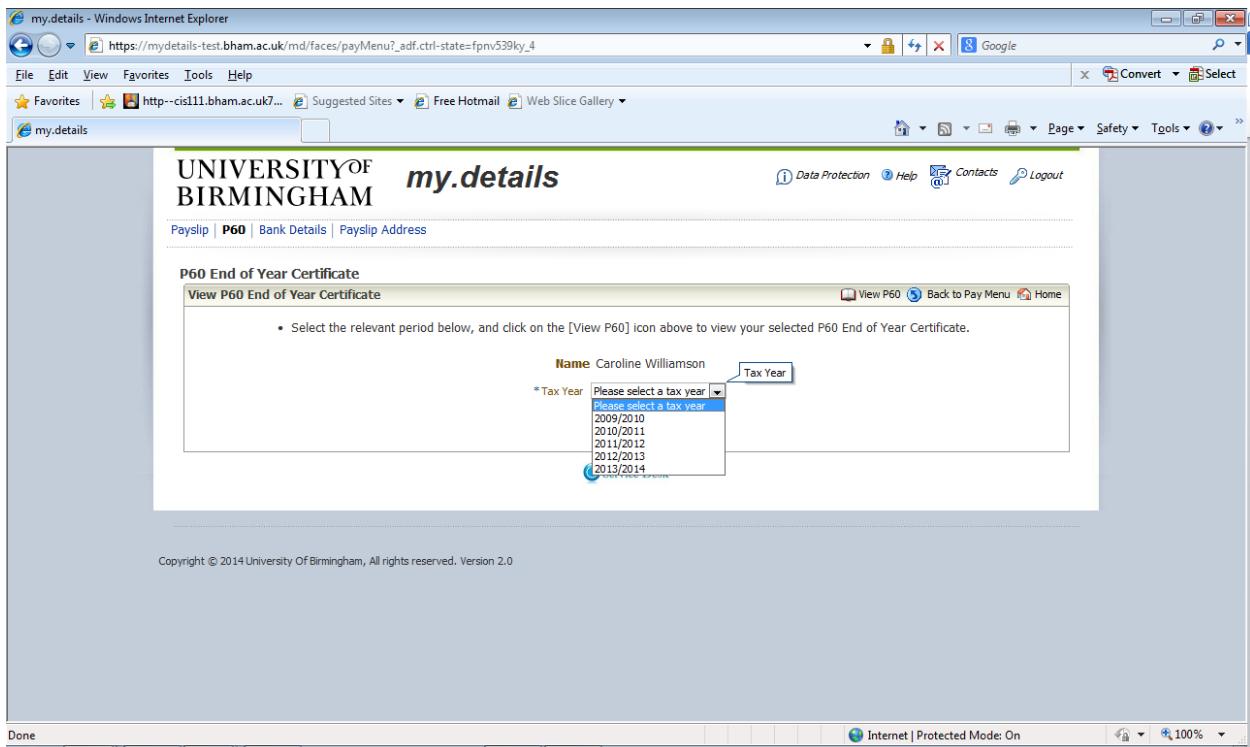
Click on **View Payslip** from the Pay Menu, you can then view a payslip for each relevant period by clicking on the relevant period.



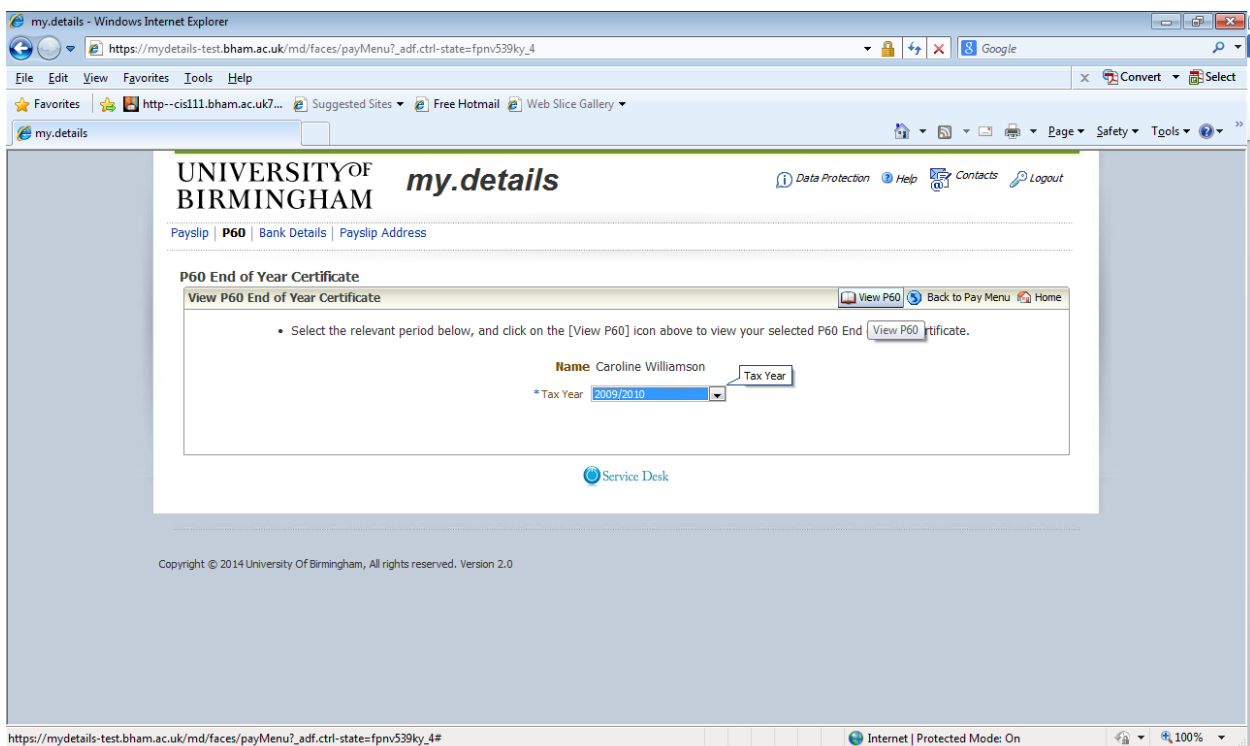
When the relevant period has been selected click on View Payslip and the relevant payslip will be displayed.



To access P60's click on **View P60** from the Pay Menu, you can view a P60 for each relevant tax period by clicking on the relevant period.

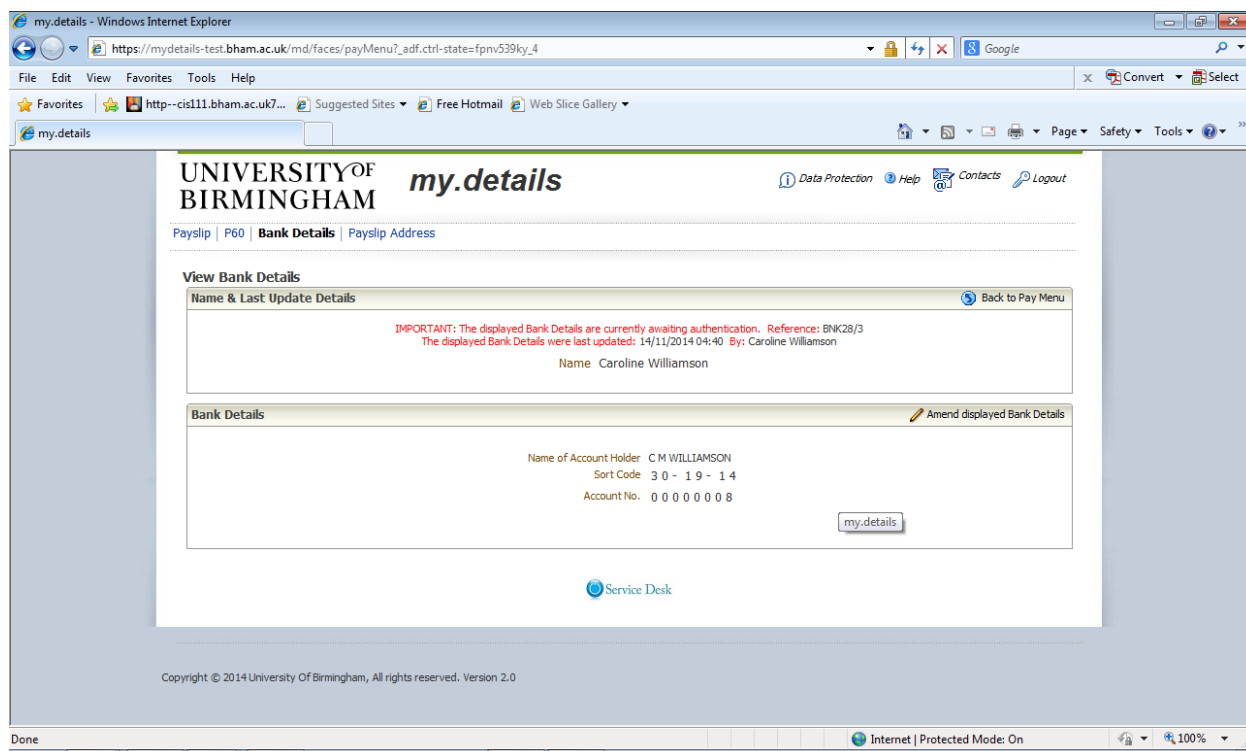


When the relevant period has been selected click on View P60 and the relevant payslip will be displayed.

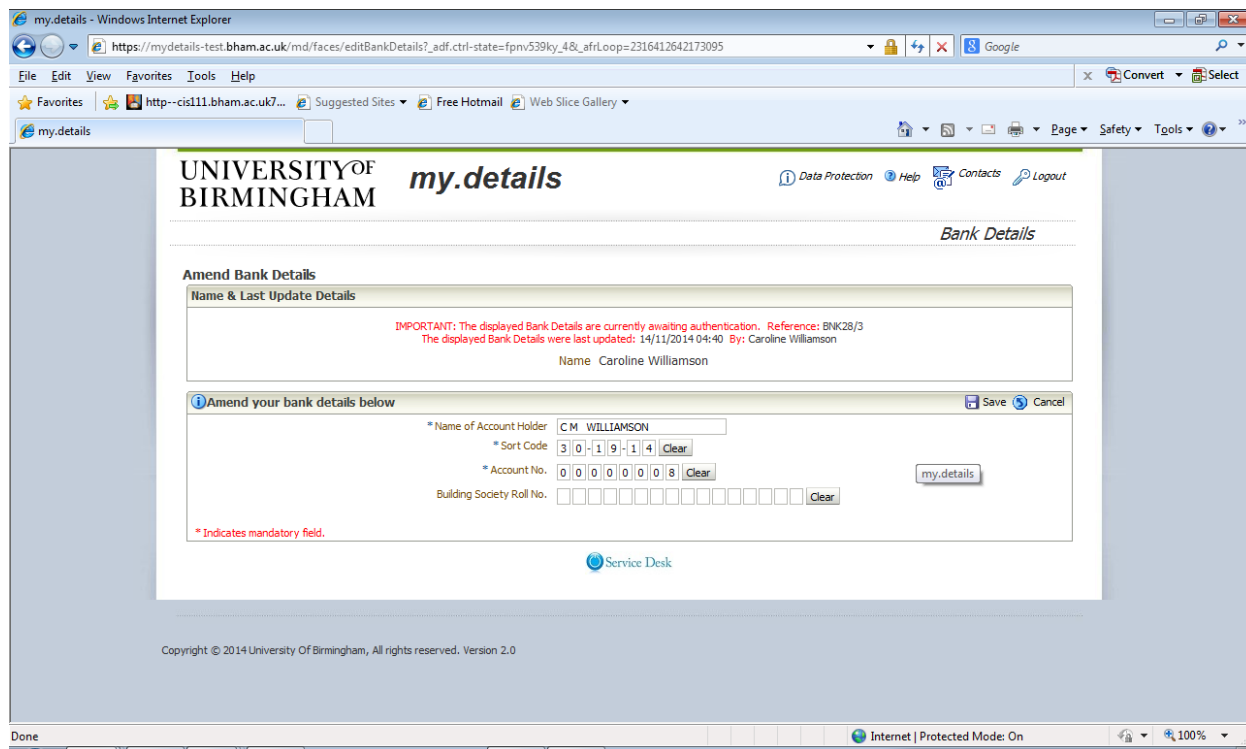


11. Viewing and amending your Bank Details

To view your bank details click on **Bank Details** from the Pay Menu.



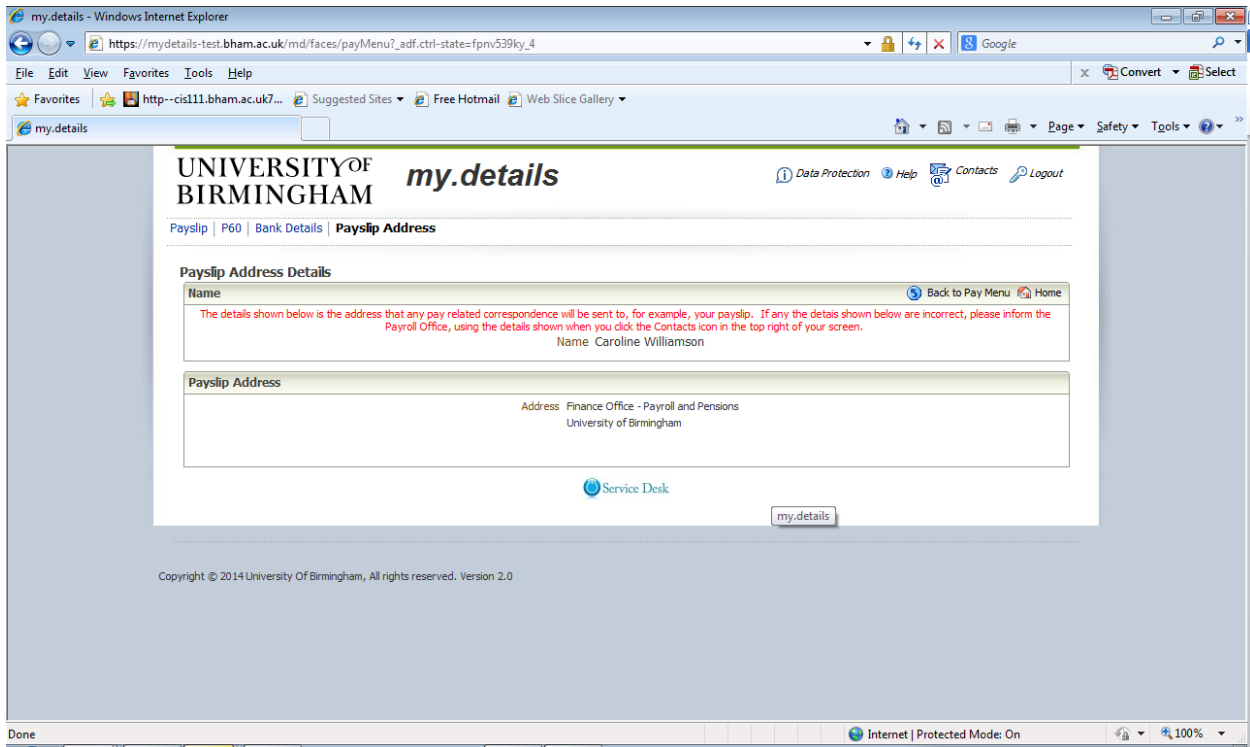
To amend the bank details click on **Amend displayed Bank Details**. Click on the clear button, enter the new bank information and click save.



When you make changes to the bank information you will receive an email from paymanager@lists.bham.ac.uk confirming the changes that you have requested. The bank details will then be updated in the Payroll system.

12. View your Payslip Address

To view your Payslip Address click on **Payslip Address** from the pay menu



The payslip address shown is the address that any pay related correspondence will be sent to. The payslip address cannot be amended online. If any information on this screen is incorrect you will need to inform the Payroll Office using the contacts icon in the top right side of the screen.